

Script Name
Description**Administrative Stay - Financial Statement Submission**

The purpose of these script is to test the user's ability to place a Financial Statement submission on Administrative Stay and remove from Administrative Stay, and test resulting system re-calculation of due date

Created By
Tested By
Date Tested
Prerequisites

Melanie Greiner

User is logged in as Co-Team Lead (colead01), Prop School OPEID <10000007> has been assigned to FA01
UC_07 Query

Use Cases Covered

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Financial Statement submission is placed on Administrative Stay				
1	Click on "Search" in the top nav	System returns "Search Institutions" page which contains fields to search for submissions: OPEID, Institution Name, City, State, Province, Country, Case Team, Type of Institution, Type of Submission, Submission Reason, Fiscal Year End, CPA. There is a "Search" button			
2	Enter "OPEID" <10000007>	Fields accept values			
3	Click "Search" button	System returns submissions related to the entered OPEID			
4	Select school name <Proprietary School> link for Annual Financial Statement submission	System returns Submission Summary page, which contains the Financial Statement Administrative Stay fields at the bottom including: Date, Reason, Notes, and Start button			
5	Enter Start <Date>, select a Reason < >, and enter <Notes>	Fields accept values			
6	Click "Start"	System populates a table at the bottom of the section showing the Date, Reason, Action, and User			
	Confirm Admin Stay/Resolution Due Date is suspended				
7	Click "Team Queue" in the top nav	System returns user's home page - queue			
8	Scroll down to search for Proprietary School OPEID <10000007>	System displays team queue - allows user to scroll down queue			
9	Confirm that Proprietary School OPEID <10000007> has been placed on administrative stay & that resolution due date has been suspended	System displays Proprietary School OPEID <10000007> indicated as being on Administrative Stay and resolution due date is suspended			
	FS submission is removed from Administrative Stay				
10	Select school name <Proprietary School> OPEID <10000007> to be removed from Administrative Stay	System returns Submission Summary page, which contains Administrative Stay fields at the bottom including: Date, Reason (pre-populated), Notes, and Stop & Cancel buttons. Table is prepopulated with Date, Reason, Action, and User (for Start of Admin Stay)			
11	Enter <Date>, enter Notes <research completed>	Fields accept values			

12	Click "Stop"	System populates a second line in the table at the bottom of the section showing the End Date, Reason, User, and Action (fields for Date, Reason, Notes, and Stop button no longer display)			
	Confirm Admin Stay/Resolution Due Date has been re-calculated				
13	Click "Team Queue" in the top nav	System returns user's home page - queue			
14	Scroll down to search for Proprietary School OPEID <10000007>	System displays queue - allows user to scroll down queue			
15	Confirm that Proprietary School OPEID <10000007> has been removed from administrative stay & that resolution due date has been recalculated	System displays team queue - Proprietary School OPEID <10000007> is no longer on Administrative Stay and resolution due date has been re-calculated			

Script Name**Administrative Stay - Compliance Audit Submission****Description**

The purpose of these script is to test the user's ability to place a Compliance Audit submission on Administrative Stay and remove from Administrative Stay, and test resulting system re-calculation of due date

Created By

Melanie Greiner

Tested By**Date Tested****Prerequisites**

User is logged in as Co-Team Lead (colead01), Prop School OPEID <10000007> has been assigned to ARS01

Use Cases Covered

UC_07 Query

Step #	Action	Expected Results	Pass/Fail	Comments	SIR #
	Compliance Audit submission is placed on Administrative Stay				
1	Click on "Search" in the top nav	System returns "Search Institutions" page which contains fields to search for submissions: OPEID, Institution Name, City, State, Province, Country, Case Team, Type of Institution, Type of Submission, Submission Reason, Fiscal Year End, CPA. There is a "Search" button			
2	Enter "OPEID" <10000007>	Fields accept values			
3	Click "Search" button	System returns submissions related to the entered OPEID			
4	Select school name <Proprietary School> link for Annual Compliance Audit submission	System returns Submission Summary page, which contains the Compliance Audit Administrative Stay fields at the bottom including: Date, Reason, Notes, and Start button			
5	Enter Start <Date>, select a Reason < >, and enter <Notes>	Fields accept values			
6	Click "Start"	System populates a table at the bottom of the section showing the Date, Reason, Action, and User			
	Confirm Admin Stay/Resolution Due Date is suspended				
7	Click "Team Queue" in the top nav	System returns user's home page - queue			
8	Scroll down to search for Proprietary School OPEID <10000007>	System displays team queue - allows user to scroll down queue			
9	Confirm that Proprietary School OPEID <10000007> has been placed on administrative stay & that resolution due date has been suspended	System displays Proprietary School OPEID <10000007> indicated as being on Administrative Stay and resolution due date is suspended			
	CA submission is removed from Administrative Stay				
10	Select school name <Proprietary School> OPEID <10000007> to be removed from Administrative Stay	System returns Submission Summary page, which contains Administrative Stay fields at the bottom including: Date, Reason (pre-populated), Notes, and Stop & Cancel buttons. Table is prepopulated with Date, Reason, Action, and User (for Start of Admin Stay)			
11	Enter <Date>, enter Notes <research completed>	Fields accept values			

12	Click "Stop"	System populates a second line in the table at the bottom of the section showing the End Date, Reason, User, and Action (fields for Date, Reason, Notes, and Stop button no longer display)			
	Confirm Admin Stay/Resolution Due Date has been re-calculated				
13	Click "Team Queue" in the top nav	System returns user's home page - queue			
14	Scroll down to search for Proprietary School OPEID <10000007>	System displays queue - allows user to scroll down queue			
15	Confirm that Proprietary School OPEID <10000007> has been removed from administrative stay & that resolution due date has been recalculated	System displays team queue - Proprietary School OPEID <10000007> is no longer on Administrative Stay and resolution due date has been re-calculated			